



POSITION DESCRIPTION (Please Read Instructions on the Back)

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|--|--|-------------------------------------|--|------|---|--|--|-------------------|--|----------|----------------------------|---------------|--|
| 2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other | | | | | 3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | | 4. Employing Office Location | | 5. Duty Station | | 1. Agency Position No. | | |
| Explanation (Show any positions replaced) NAF PD 47 | | | | | 7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | | 8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest | | 9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 6. OPM Certification No. | | |
| | | | | | 10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither | | 12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive | | 13. Competitive Level Code | | |
| | | | | | | | | | | | 14. Agency Use | | |
| 15. Classified/Graded by | | Official Title of Position | | | | Pay Plan | | Occupational Code | | Grade | | Initials Date | |
| a. Office of Personnel Management | | | | | | | | | | | | | |
| b. Department, Agency or Establishment | | REGIONAL TRAINING & CURRICULUM SPEC | | | | NF | | 1701 | | 04 | | SN 10/10/08 | |
| c. Second Level Review | | | | | | | | | | | | | |
| d. First Level Review | | | | | | | | | | | | | |
| e. Recommended by Supervisor or Initiating Office | | REGIONAL TRAINING & CURRICULUM SPEC | | | | NF | | 1701 | | 04 | | | |
| 16. Organizational Title of Position (if different from official title) REGIONAL TRAINING & CURRICULUM SPEC | | | | | | 17. Name of Employee (if vacant, specify) | | | | | | | |
| 18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY | | | | | | c. Third Subdivision | | | | | | | |
| a. First Subdivision COMMANDER NAVY INSTALLATION COMMAND | | | | | | d. Fourth Subdivision | | | | | | | |
| b. Second Subdivision | | | | | | e. Fifth Subdivision | | | | | | | |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. | | | | | | Signature of Employee (optional) | | | | | | | |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that | | | | | | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. | | | | | | | |
| a. Typed Name and Title of Immediate Supervisor | | | | | | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP | | | | | | | |
| Signature _____ Date _____ | | | | | | Signature  Date 10/10/08 | | | | | | | |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. | | | | | | 22. Position Classification Standards Used in Classifying/Grading Position | | | | | | | |
| Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER | | | | | | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. | | | | | | | |
| Signature  Date 10/10/08 | | | | | | | | | | | | | |
| 23. Position Review | | Initials | | Date | | Initials | | Date | | Initials | | Date | |
| a. Employee (optional) | | | | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | | | | |
| c. Classifier | | | | | | | | | | | | | |
| 24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED | | | | | | | | | | | | | |
| 25. Description of Major Duties and Responsibilities (See Attached) | | | | | | | | | | | | | |

Regional Training & Curriculum Specialist

NF-1701-04

Introduction

The purpose of the Regional Training and Curriculum (T&C) Specialist is to oversee and coordinate the training and curriculum provided to Child and Youth Programs (CYP) within a metro area. This includes the following two main components: (1) the provision and delivery of a comprehensive training program for CYP employees and Child Development Home (CDH) providers that supports the professional requirements of their positions and ensures that the training requirements for the CYP throughout the region are met; and (2) the implementation of a developmentally appropriate curriculum/program that fosters the physical, emotional, social, and cognitive development of children and youth ages 6 weeks to 18 years. A comprehensive CYP training program directly correlates to the quality of developmental programs provided to children and youth.

The incumbent coordinates and monitors the training and curriculum programs to ensure compliance with higher headquarters, local policies, and regulatory criteria and consistency within the region. Incumbent utilizes child and youth development and training expertise to role model, mentor, coordinate and provide training, observe for successful implementation of training, assess development of children and youth by direct observation, and provide services that lead to obtaining and/or maintaining accreditation by National Association for the Education of Young Children (NAEYC), National AfterSchool Association (NAA) or National Association for Family Child Care (NAFCC) and to provide services in support of the implementation of the Boys and Girls Club (BGCA) curriculum.

Major Duties and Responsibilities

The duties and responsibilities of the Regional T&C Specialist can be grouped into categories, including training, classroom and program support, compliance, and additional responsibilities. These tasks are summarized below.

Training

- Serves as the Regional CYP T&C Specialist for a metro area with full responsibility to ensure that the training requirements for the CYP throughout the metro area are being met.
- Serves as training and curriculum subject matter expert, educational adviser, role model, and resource person.
- Provides oversight of T&C operations and accountability for the performance of T&C Specialists and CYP Training Specialists throughout the region
- Coordinates the use of training resource materials and procurement of materials utilized for training purposes in the metro area.
- Coordinates with CYP Directors throughout the metro area to ensure training is scheduled appropriately and that appropriate management coverage is available at each facility.
- Provides site visits to installations within the metro area to observe and plan training with CYP Directors, T&C Specialists, and CYP Program Leaders.

- Conducts meetings with CYP Directors and T&C Specialists within the metro area as necessary to ensure coordination and compliance with training requirements.
- Ensures Department of Navy (DoN) standardized training requirements are met and that training is competency-based and tied to career progression.
- Encourages and facilitates staff pursuits of Child Development Associate (CDA) credential and Military School-Age (MSA) credential and provides information, assistance and guidance to employees and providers who are seeking college-level classes to meet their professional goals.
- Assists CDH Directors and CDH Monitors in the metro area to encourage providers to become accredited.
- Develops a working relationship with local colleges, universities and professional organizations and advises employees/providers about continuing avenues of professional development.

Classroom and Program Support

- Applies professional knowledge of child and youth development principles in order to direct developmental programming to include ensuring that the T&C Specialists and CYP Training Specialists in the metro area implement appropriate curriculum that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served.
- Ensures that T&C Specialists implement the Navy standardized curriculum and that classroom observations are conducted.
- Provides services to metro area CYP programs in support of obtaining and/or maintaining accreditation by NAEYC, NAA or NAFCC and to provide services in support of the implementation of the BGCA curriculum.

Personnel Management

- Responsible for the supervision of T&C Specialists, CYP Training Specialists and Assistant Training Specialists in the metro area.
- Ensures that the CYP Training Specialist(s) assigned to each installation in the metro area are utilized across the CYP effectively in accordance with CYP Management Standards.
- Initiates a CYP-wide training program in the metro area by ensuring that the CYP Training Specialists and T&C Specialists develop targeted, integrated training plans that account for the common and unique training needs of staff across the CYP at installations within the metro area.

Compliance

- Monitors the training and curriculum to ensure compliance with higher headquarters, local policies, and regulatory criteria.
- Ensures compliance with all applicable professional and administrative guidelines and regulations, to include Department of Defense (DoD) and Navy standards for child and youth programs.
- Ensures all staff follows safety, health, nutrition, and risk management policies and procedures.

Additional Responsibilities

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs additional duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - A 4-year degree in Early Childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.
 - OR
 - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.
 - OR
 - A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.
- Practical experience in which the incumbent demonstrates an ability to independently manage a developmentally appropriate program for the age groups served. Demonstrates knowledge and background of child and youth programs including principles, practices and techniques of child and youth development.
- Possesses maturity and judgment and be capable of handling emergency situations.
- Supervisory knowledge and skills necessary to provide guidance and leadership to employees and providers.
- Experience planning and conducting training workshops.
- Possess skill in applying both Federal and State Laws governing the prevention of child abuse and/or neglect.
- Possess a thorough understanding of the interest and motivation of individuals and groups as well as the process of planning, organizing, and implementing a variety of programs.
- Ability to develop curriculum outlines, courses of study and lesson plans/guides.
- Speak, read and write English and possess strong interpersonal communication skills necessary to relate to children, youth and adults from varied backgrounds.
- Knowledge of the NAEYC, NAA and NAFCC accreditation criteria and process, the required programs of the BGCA, and the skills and knowledge to implement the DoD certification standards.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Incumbent works under the general supervision of the Regional CYP Manager. The incumbent and supervisor develop a mutually acceptable program plan that includes identification of work to be done, scope of the program, and deadlines for completion. The incumbent carries out all duties and responsibilities in accordance with established policies. Supervisor is kept informed of significant problems that arise and solutions in progress. Work is evaluated in terms of accomplishing goal and objectives and meeting patron needs.

Factor 3. Guidelines

Incumbent is provided with general policy, program guidelines, instructions, legal interpretations and precedents related to the assigned CYPs. Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAEYC, NAA, and NAFCC; BGCA standards and other applicable instructions and regulations. The incumbent must use judgment in interpreting and adapting program policies, regulations and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein the care of children and youth is directly affected. The success of the CYP training program requires on-going interpretation of program developments and trends, employee and provider development and child, youth and parent needs. A wide range of decisions regarding program plans require considerable innovation in developing and refining methods and techniques to be used in solving problems and continually improving the child and youth programs.

Factor 5. Scope and Effect

The primary purpose of the T&C Specialist position is to provide and deliver a comprehensive training program to CYP employees and CDH providers within a metro area that supports the professional requirements of their positions and to implement a developmentally appropriate program for children and youth ages 6 weeks to 18 years. The quality of training directly correlates to the quality of the developmental programs for children and youth which in turn directly affects the ability of military parents to complete mission requirements. Quality programming leads to school readiness and supports children and youth in developing skills that will assist them throughout their lifetime, including those challenges specific to military children and youth such as deployment of family members and frequent moves into new communities, schools and programs.

Factor 6. Personal Contacts

In addition to contacts with patrons, contacts includes base and regional personnel, APF and NAF employees, CDH providers, supervisors, on and off installation support agencies, higher headquarters personnel, educational, social and civic agencies, colleges and universities, and

other military child development personnel, either individually or in groups in structured settings.

Factor 7. Purpose of Contacts

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful child and youth program. Contacts with other groups or individuals are for such purposes as promoting the cooperation and collaboration of the groups or individuals for specific or general needs or for arranging for services needed. The incumbent must skillfully promote the highest possible degree of program execution and cooperation through innovative program planning and presentation in addition to effective public relations methods and techniques.

Factor 8. Physical Demands

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent may be required to drive an automobile when visiting other CYP sites within the Region.

Factor 9. Work Environment

The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease or injuries from lifting children, youth, or supplies up to 40 pounds. Office areas are adequately lighted, heated and ventilated. May work an uncommon tour of duty to include evening and weekend work to accommodate schedules of employees and providers.